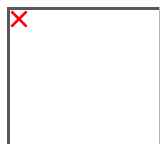


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# NASA Procedural Requirements

**NPR 1441.1D**Effective Date: February 24,  
2003Expiration Date: February  
24, 2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

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**Subject: NASA Records Retention Schedules (w/Change 3, 1/31/06)****Responsible Office: Office of the Chief Information Officer**

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## Chapter 6. NRRS 6

### Transportation

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in this schedule pertain to the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, vouchers, and similar records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some of these records used to support payments become a part of the accountable officers' accounts, or are accounting posting media. Their disposition and description may be covered by NASA Records Retention Schedule 9.

#### Movement of Goods

The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other information which documents the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

#### Movement of Personnel

These records include copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. These records are covered under Schedule 9.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided for under NASA Schedule 2 and NASA Schedule 10, Records Common to Most Offices.

AFS #	ITEM	SUBJECT AREA OR RECORD TITLE DESCRIPTION OR RECORD SERIES	RETENTION <Authority>
6000-6999		TRANSPORTATION	(see below)

	<b>0.1</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES</b>  <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>This disposition applies to electronic copies of all items covered under Disposition Job N1-255-89-4 in the NASA Records Retention Schedule 6.</p> <p>This disposition does not apply to any item already covered by the General Records Schedules.</p>	
		A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N9-255-00-04>
		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <DA: N9-255-00-04>
<b>6000</b>		<b>Transportation (General)</b>	<b>Contact Center Records Mgr.</b>
<b>6010</b>		<b>Definition of Terms</b>	<b>Contact Center Records Mgr.</b>
<b>6020</b>		<b>Transportation Officers</b>	<b>Contact Center Records Mgr.</b>
<b>6022</b>		<b>Appointment and Responsibilities</b>	<b>Contact Center Records Mgr.</b>
<b>6030</b>		<b>Transportation Planning</b>	<b>Contact Center Records Mgr.</b>
<b>6040</b>		<b>Relationships with Other Government Agencies</b>	<b>Contact Center Records Mgr.</b>

<b>6041</b>		<b>Participation before Regulatory Agencies</b>	<b>Contact Center Records Mgr.</b>
<b>6050</b>		<b>Transportation Publications, Records, and Reports</b>	<b>Contact Center Records Mgr.</b>
<b>6051</b>		<b>Preparation of Government Bills of Lading</b>	(see below)
6051	<b>1</b>	PREPAID BILLS OF LADING A. <u>INBOUND SHIPMENTS</u>	
		Documents relating to inbound shipments where freight charges are prepaid by the shipper, Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents, and related correspondence.	DESTROY WHEN 2 YEARS OLD <DA: N1-255-89-4> (N 22-8)
		B. <u>OUTBOUND SALVAGE</u>	
		Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-89-4> (N 22-7)
	<b>1</b>	C. <u>ALL OTHER COPIES</u>	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
<b>6100</b>		<b>Commercial Freight Services</b>	(see below)
6100	<b>2</b>	<b>FREIGHT FILES (SHIPPING)</b>  Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.	

		A. Issuing office copies of Government or commercial bills of lading commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations and supporting documents.	DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT. [GRS 9-1c]
		B. Records covering payment for freight/transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to Section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, EXCLUDING those covered by item 2D of this schedule.	DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT. [GRS 9-1a]
		C. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by Item 2D of this schedule.	DESTROY 6 YEARS AFTER THE PERIOD OF THE ACCOUNT. [GRS 9-1a]
		D. Records covering payment for commercial freight/transportation charges for services for which: 1) Notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; 2) deduction or collection action has been taken; 3) voucher contains inbound transit shipment(s); 4) parent voucher has print of paid supplemental bill associated; 5) voucher has become involved in litigation; or, 6) any other condition that requires the voucher to be retained beyond the 3- or 6-year disposal period, such as detection of an overcharge/undercharge.	DESTROY WHEN 10 YEARS OLD. [GRS 9-1b]
	<b>2</b>	E. Obligation copy of commercial passenger transportation vouchers.	DESTROY WHEN FUNDS ARE OBLIGATED [GRS 9-1d]

		F. Unused ticket redemption forms, such as SF 1170.	DESTROY 3 YEARS AFTER THE YEAR IN WHICH THE TRANSACTION IS COMPLETED. [GRS 9-1e]
		G. All other offices/copies.	DESTROY WHEN 1 YEAR OLD <DA: N1-255-89-4>
<b>6110</b>		Freight Rates, Charges and Classification	(see below)
6110	<b>3</b>	<b>CARRIER RATE TENDER FILES</b>	
		Documents relating to solicited or unsolicited tenders or reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.	DESTROY 1 YEAR AFTER RATES OR TARIFFS BECOME SUPERSEDED OR RESCINDED <DA: N1-255-89-4> (N 22-10)
<b>6120</b>		<b>Freight Traffic Negotiations</b>	(see below)
6120	<b>4</b>	<b>FREIGHT RATE NEGOTIATION FILES</b>  Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER REQUIRED FOR CURRENT OPERATIONS OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-4> (N 22-11)
<b>6130</b>		<b>Carrier and Mode Selection</b>	<b>Contact Center Records Mgr.</b>
<b>6140</b>		<b>Accessorial Transportation Services</b>	<b>Contact Center Records Mgr.</b>
<b>6200</b>		<b>Traffic Management Programs</b>	(see below)
6200	<b>5</b>	<b>TRAFFIC MANAGEMENT FEASIBILITY STUDIES</b>	
		Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	DESTROY WHEN STUDY BECOMES OBSOLETE, SUPERSEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-89-4>
<b>6210</b>		<b>Procurement Traffic Management</b>	<b>Contact Center Records Mgr.</b>
<b>6220</b>		<b>Loss and Damage in Transit</b>	(see below)

6220	<b>6</b>	<b>LOST, DAMAGED, OR IMPROPER SHIPMENT FILES</b>	
		Documents used for reporting shipments received from NASA agencies contractors, and other Government agencies in damaged or otherwise unsatisfactory condition because of deficiencies in preservation, packing, packaging, marking, loading, storage, or handling. Included are records of schedules of valuables shipped, correspondence reports, and other records relating to the administration of the Government Losses in Shipment Act.	DESTROY WHEN 6 YEARS OLD. [GRS 9-2]
<b>6300</b>		<b>Transportation of Unusual or Hazardous Cargo</b>	<b>Contact Center Records Mgr.</b>
<b>6310</b>		<b>Export Traffic</b>	<b>Contact Center Records Mgr.</b>
<b>6320</b>		<b>Import Traffic</b>	<b>Contact Center Records Mgr.</b>
<b>6330</b>		<b>Explosives and Other Dangerous Articles</b>	(see below)
6330	<b>7</b>	<b>SHIPMENT OF HAZARDOUS/RADIOACTIVE MATERIALS</b>	
		Shipping forms and all related records concerning the shipment of hazardous/toxic wastes and radioactive materials.	RETIRE RECORDS TO FRC WHEN 3 YEARS OLD. DESTROY WHEN 13 YEARS OLD. <DA: N1-255-89-4> (N 21-10)
6330	<b>8</b>	<b>MOTOR CARRIERS? EXPLOSIVE OPERATING AUTHORITY</b>	
		Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	DESTROY 2 YEARS AFTER AUTHORITY IS SUPERSEDED OR RESCINDED. <DA: N1-255-89-4> (N 22-12)
<b>6340</b>		<b>Oversize and Overweight Cargo</b>	(see below)
6340	<b>9</b>	<b>SIZE AND WEIGHT LIMITS-HIGHWAY</b>	

		Documents relating to individual state requirements regarding size and weight of vehicles permitted to travel state highways.	DESTROY 1 YEAR AFTER REQUIREMENTS ARE SUPERSEDED OR RESCINDED. <DA: N1-255-89-4> (N 22-13)
<b>6350</b>		<b>Classified Cargo</b>	<b>Contact Center Records Mgr.</b>
<b>6400</b>		<b>Preparation and Handling of Cargo</b>	<b>Contact Center Records Mgr.</b>
<b>6410</b>		<b>Preservation, Packaging, and Packing Supplies and Equipment</b>	<b>Contact Center Records Mgr.</b>
<b>6420</b>		<b>Loading, Blocking and Bracing</b>	<b>Contact Center Records Mgr.</b>
<b>6430</b>		<b>Operation and Maintenance of Materials Handling Equipment</b>	<b>Contact Center Records Mgr.</b>
<b>6500</b>		<b>Special Airlift Services</b>	<b>Contact Center Records Mgr.</b>
<b>6600</b>		<b>Transportation and Transport Engineering</b>	<b>Contact Center Records Mgr.</b>
<b>6610</b>		<b>Movement of Large Launch Vehicles</b>	<b>Contact Center Records Mgr.</b>
<b>6620</b>		<b>NASA Transportability</b>	(see below)
6620	<b>10</b>	<b>HIGHWAY MOVEMENT PERMITS</b>	
		Documents relating to permits obtained from pertinent state and local authorities for vehicular movements exceeding legal weight or dimension limitation, movement of hazardous waste/radioactive materials, or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or truck loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence.	DESTROY 3 YEARS AFTER COMPLETION OF MOVE * ALSO SEE ITEMS 7, 8, AND 9 OF THIS SCHEDULE. <DA: N1-255-89-4> (N 22-15)
<b>6700</b>		<b>Motor Vehicle Operation and Management</b>	(see below)
6700	<b>11</b>	<b>MOTOR VEHICLE RECORDS ? OPERATION AND MANAGEMENT</b>	
		<u>A. CORRESPONDENCE</u>	



		Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	DESTROY WHEN 2 YEARS OLD [GRS 10-1]
		<b>B. <u>PARKING PERMIT CONTROL FILES</u></b>	
		Documents relating to the administration and allotment of parking spaces and used to control the issuance and withdrawal of permits and record violations by holders of permits.	DESTROY UPON TRANSFER OR SEPARATION OF PERMIT HOLDER OR WHEN PERMIT IS SUPERSEDED OR REVOKED, WHICHEVER IS SOONER. <DA: N1-255-89-4> (N 12-25)
		<b>C. <u>GASOLINE FILES</u></b> Documents relating to the issuance of gasoline, including issue forms and reports.	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-89-4> (N 4-8)
6710		<b>D. <u>VEHICLE REPORT FILES</u></b>	
		1. Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Sedan Data.	DESTROY 3 YEARS AFTER DATE ON REPORT. [GRS 10-4]
		1. Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.	DESTROY 6 YEARS AFTER CASE IS CLOSED. [GRS 10-5]
6720		<b>E. <u>VEHICLE RELEASE/REGISTRATION &amp; DRIVER RECORDS</u></b>	
		1. Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle.	DESTROY 4 YEARS AFTER VEHICLE LEAVES AGENCY CUSTODY. [GRS 10-6]
		2. Documents used for the registration of privately-owned vehicles and information on individual drivers.	DESTROY 1 YEAR AFTER EXPIRATION OR REVOCATION. <DA: N1-255-89-4> (N 12-26)
6730		<b>F. <u>OPERATOR RECORDS</u></b>	



		Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	DESTROY 3 YEARS AFTER SEPARATION OF EMPLOYEE(S) OR 3 YEARS AFTER RECISION OF AUTHORIZATION TO OPERATE GOVERNMENT-OWNED VEHICLE, WHICHEVER IS SOONER. [GRS 10-7]
	<b>11</b>	<b>G. <u>TRIP TICKETS</u></b>	
		Trip ticket files, includes daily trip tickets.	DESTROY WHEN 1 YEAR OLD <DA: N1-255-89-4> (N 14-7)
6740		<b>H. <u>DAILY UTILIZATION RECORDS</u></b>	
		Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle(s).	DESTROY AFTER REQUIRED TRANSFER OF INFORMATION TO OTHER RECORDS, UNLESS REQUIRED FOR ACCIDENT INVESTIGATION (SEE ITEM 11D(2)) OR TAX PURPOSES, OTHERWISE, DESTROY WHEN 3 YEARS OLD WHICHEVER IS SOONER. <DA: N1-255-89-4> (N 14-10)
		<b>I. <u>OPERATION AND MAINTENANCE FILES</u></b>	
		1. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	DESTROY WHEN 3 MONTHS OLD. [GRS 10-2a]
		2. Maintenance records, including those relating to service and repair.	DESTROY WHEN 1 YEAR OLD. [GRS 10-2b]
		<b>J. <u>CAR SEAL BOOK FILES</u></b>	
		Books containing accountable office records of the receipt and disposition of car seals and maintained to facilitate monthly inspection as to whether the seals were properly expended.	DESTROY 1 YEAR AFTER DATE OF LAST ENTRY. <DA: N1-255-89-4> (N 22-6)
6752		<b>K. <u>VEHICLE COST FILES</u></b>	

		Motor vehicle ledger and worksheets providing cost and expense data.	DESTROY 3 YEARS AFTER DISCONTINUANCE OF LEDGER OR DATE OF WORKSHEET. [GRS 10-3]
6770		<b>L. <u>VIOLATION CASE FILES</u></b>	
		Reports, statements of witnesses, warning notices, and other case papers relating to arrest, commitments, and traffic violations.	DESTROY WHEN 2 YEARS OLD [GRS 18-14b]
		<b>M. <u>LEASED VEHICLES</u></b> Case files on vehicles leased from GSA, including agency's copy of GSA Form 1152, statements regarding service to vehicle by other than GSA, service and inspection work orders, and motor vehicle use records.	
		1. GSA Form 1152	DESTROY 4 YEARS AFTER VEHICLE IS RETURNED TO GSA <DA: N1-255-89-4> (N 14-6a)
	<b>11</b>	2. All other records related to leased vehicles.	DESTROY 1 YEAR AFTER COMPLETION OF ACTION. <DA: N1-255-89-4> (N 14-6b)
		<b>N. <u>ALL OTHER OFFICES/RECORDS</u></b>	
		Records maintained by office other than the office of primary responsibility for operation, management, and control over agency vehicles and motor vehicle records.	DESTROY WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD WHICHEVER IS SOONER. <DA: N1-255-89-4>
<b>6710</b>		<b>NASA Motor Vehicle Program</b>	<b>Contact Center Records Mgr.</b>
<b>6720</b>		<b>Vehicle Authorization and Acquisitions</b>	<b>Contact Center Records Mgr.</b>
<b>6730</b>		<b>Vehicle Operations and Control</b>	(see below)
6730	<b>12 PASR</b>	<b>GOVERNMENT MOTOR VEHICLE OPERATORS PERMIT RECORDS-NASA 10 GMVP</b>	

		Records in this system consist of NASA employees, contractor employees other Federal and state government employees, their names, home address Social Security Numbers, physical description of individual, physical condition of individual, parking permit numbers, and traffic record.	MAINTAIN RECORDS FOR A PERIOD OF 3 YEARS AFTER PERMIT EXPIRES OR UNTIL PERMIT HOLDER LEAVES THE AGENCY OR REQUESTS CANCELLATION, WHATEVER IS SOONER. [GRS 10-7]
<b>6740</b>		<b>Vehicle Maintenance and Motor Pools</b>	<b>Contact Center Records Mgr.</b>
<b>6750</b>		<b>Vehicle Accidents</b>	<b>Contact Center Records Mgr.</b>
<b>6752</b>		<b>Lost, Damaged, and Destroyed Vehicles</b>	<b>Contact Center Records Mgr.</b>
<b>6760</b>		<b>Vehicle Marking and Identification</b>	<b>Contact Center Records Mgr.</b>
<b>6770</b>		<b>Leased and Rented Vehicles</b>	<b>Contact Center Records Mgr.</b>
<b>6780</b>		<b>Automotive Equipment</b>	<b>Contact Center Records Mgr.</b>
<b>6800</b>		<b>Passenger Transportation</b>	<b>Contact Center Records Mgr.</b>
<b>6810</b>		<b>Local Passenger Service</b>	<b>Contact Center Records Mgr.</b>
		<b>END OF SCHEDULE</b>	

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